



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420

JAN 05 2004

DESIGNATED AGENCY SAFETY AND HEALTH OFFICIAL'S LETTER 00S-2004-1

VA-Wide Occupational Safety and Health Conference Call Schedule

1. The Office of Occupational Safety and Health (00S1) announces the 2004 schedule for the quarterly occupational safety and health (OSH) conference calls which are open to all VA field facilities. The calls provide an opportunity for (00S1) to share timely information on OSH issues and allow OSH field personnel to discuss topics of interest and concern.

2. The following information about who should participate in the calls and how to call in should be forwarded to all potential participants.

a. **Name of Call:** Occupational Safety and Health Conference Call.

b. **Moderator:** John A. Hancock, Director, Office of Occupational Safety and Health (00S1).

c. **Participants:** The following employees should be urged to participate in the call:

(1) OSH personnel (either full-time or collateral duty) at all levels within VA (e.g., Memorial Affairs' Memorial Service Networks, Veterans Benefits Administration Area Offices, VISN Headquarters Offices, VACO, and individual field facilities).

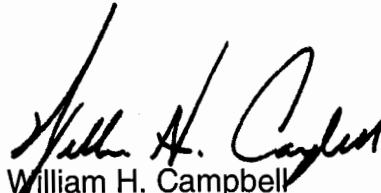
(2) Management personnel at all levels within VA who have an interest in OSH or in one or more of the topics of a particular call.

(3) Local union safety representatives.

d. **Recommended Equipment:** The VA Nationwide Teleconferencing System (VANTS) recommends use of VANTS equipment (e.g., DAROME or Harvard Elite equipment which has a microphone that can be muted to minimize background noises). The VANTS operator discourages the use of ordinary speakerphones that cannot be muted. If participants need more information on the required equipment, they should contact the VANTS coordinator at their facility.

DASHO LETTER 00S-2004-1

- e. **Phone Number:** 1-800-767-1750 – Access code for all calls is 15076.
- f. **Time of Calls:** 1 p.m. Eastern time for 80 minutes. Participants may join the calls no sooner than 12:52 p.m. and no later than 1:55 p.m., if the call is still in progress.
- g. **Dates for the 2004 Calls:**
- (1) Tuesday, January 27, 2004
 - (2) Tuesday, April 20, 2004
 - (3) Tuesday, July 20, 2004
 - (4) Tuesday, October 19, 2004
- h. **Agenda:** The Office of Occupational Safety and Health will coordinate the agenda for each call. See the attachment for information on the basic call format. Suggestions for agenda topics may be sent in writing at any time to Mr. Hancock, Office of Occupational Safety and Health (00S1), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420; by facsimile at (202) 273-9777; or by e-mail to john.hancock@mail.va.gov. Upcoming topics will be announced at the end of each call. Notice of important late-breaking topics will be publicized on Forum, e-mail, or on the VA safety Web page.
3. If you have any questions concerning this Letter, please contact Mr. Hancock at (202) 273-9745.


William H. Campbell
Acting Designated Agency
Safety and Health Official

Attachment

Distribution: RPC: 5232
SS (00S1)

BASIC FORMAT FOR OSH CONFERENCE CALL

Order of Agenda items

1. Administrative Issues: Any information concerning the conduct of the call.
2. Topics of General Interest: Any OSH topic that relates to all participants.
3. Scheduled Topic of Call.
4. Topics Concerning Veterans Benefits Administration (VBA).
5. Topics Concerning National Cemetery Administration (NCA).
6. Topics Concerning Veterans Health Administration (VHA).
7. Topics Concerning Office of the Assistant Secretary for Human Resources and Administration/Designated Agency Safety and Health Official.
8. Close of Call:
 - a. Solicitation of suggestions.
 - b. Date of next conference call and possible agenda items.